



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

August 19, 2014

Kathy Svoboda  
1650 Elaine Dr. NW  
Cedar Rapids, Ia. 52405

Dear Kathy,

This letter is in regards to the August 18, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) g Safety barriers are at stairways and doors as needed.

**When I arrived you did not have a safety barrier/gate at the top of the stairway to the basement. I observed an 8 month old child on the main floor so a barrier/gate was needed. Keep the barrier/gate up at all times when you have children under the age of three in your care.**

☐ 110.5(2) b Certificates or training verification documentation for:

☐ 110.5(2) b Within the first three months of registration:

☐ 110.5(2) b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**You did not have documentation available you have completed this training. Locate your certificate and make sure if it has not expired. If it has you will need to take this training as soon as possible.**

☐ 110.5(2) b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**While reviewing your certificate for Infant and Child First-aid and CPR I noted it expired in June of 2014.**

☐ 110.5(2) b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

**You reported that you have only taken 4 hours of training for your renewal that expires 1/31/14. To renew your registration by 1/31/14 you will need to complete 20 hours of training.**

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

**You did not have your certificate of registration displayed. You need to have it displayed in a**

**place that is easily visible.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: September 26, 2014**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).